



APPLICATION FOR EMPLOYMENT
CITY OF MISSOURI CITY
1522 Texas Parkway, Missouri City, TX 77489
Phone: 281-403-8500
Fax: 281-261-4233
E-mail: apply@ci.mocity.tx.us

INSTRUCTIONS:

Type or print your answers to all questions listed on the application. The City of Missouri City requires that all individuals interested in employment complete an official application, and will accept a professional resume as a supplement to the application form. Applicant must attach copies of all supporting documentation to the official application.

SECTION I: PERSONAL INFORMATION

Position for which you are applying (one per application):

Police Officer/ Police Cadet

Date:

Please tell us how did you find out about this position?

☐ City's website ☐ Monster ☐ Yahoojobs.com ☐ City Employee ☐ Other

Please complete (check one preferred method of contact):

☐ Cell Phone ☐ Home Phone ☐ Work Phone ☐ E-mail Address

Name (First) (Middle) (Last)

Street Address Apt./Suite

City State Zip Code

Have you ever worked for City of Missouri City?

☐ Yes ☐ No

When / / to When / /

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Can you provide evidence of your eligibility to work? ☐ Yes ☐ No

Dept/Division

Do you have relatives employed by City of Missouri City? ☐ Yes ☐ No Department

Their Name(s) Relationship(s)

Do you have a valid Texas Driver's License? ☐ Yes ☐ No

The City of Missouri City may verify all information, including moving violations.

High School/
GED

Do you have a High School Diploma or GED Certificate? ☐ Yes ☐ No

Prior to an interview, the City may require official copies of college or university transcripts or High School/GED certificate or Diploma, or professional certificates.

College or University	Name	Location	Dates (To and From)	Credit Hours Earned
	Major	Minor	Type Degree	Date Graduated
College or University	Name	Location	Dates (To and From)	Credit Hours Earned
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	Major	Minor	Type Degree	Date Graduated

List all applicable certificates or licenses.

SECTION II: EMPLOYMENT RECORD

Beginning with current or most recent dates, provide a comprehensive description of your professional experience. If you require additional space attach an additional sheet to this document.

Current or Most Recent Employer _____
Starting Date _____ Ending Date _____ Total time employed: _____
Address _____ City/State _____ Phone _____
Title _____ Starting Salary _____ Ending Salary _____
Duties _____
Reason for Leaving _____

Previous Employer _____
Starting Date _____ Ending Date _____ Total time employed: _____
Address _____ City/State _____ Phone _____
Title _____ Starting Salary _____ Ending Salary _____
Duties _____
Reason for Leaving _____

Previous Employer _____
Starting Date _____ Ending Date _____ Total time employed: _____
Address _____ City/State _____ Phone _____
Title _____ Starting Salary _____ Ending Salary _____
Duties _____
Reason for Leaving _____

Previous Employer _____
Starting Date _____ Ending Date _____ Total time employed: _____
Address _____ City/State _____ Phone _____
Title _____ Starting Salary _____ Ending Salary _____
Duties _____
Reason for Leaving _____

Have you ever been convicted, plead guilty or no contest, or placed on deferred adjudication or probation for any offense other than traffic violations? Yes ☐ No ☐

Provide details (charges, penalties, where, when, and disposition)

By signing below, I certify, authorize, or acknowledge:

That all of the information provided by me on this application for employment and any attachments or supporting documents I submit are accurate. Recognizing that the City may rely upon information I provide to make an employment decision, I hereby certify that all information herein presented is accurate and free from intentional omission, falsification, or misleading information.

I authorize the City of Missouri City to conduct background, personal, criminal, employment history, or any type of investigation it may require to determine of my fitness for the position for which I have applied. Additionally, I understand that the City may require a physical, mental, or drug pre-employment screening after the City has made me a conditional offer for employment.

Usual Signature of Applicant

Printed Name of Applicant

Date

City of Missouri City

Police Officer Application – Addendum

Name _____ **DOB** _____ **Date** _____
 (Last, first, middle) dd/mm/year dd/mm/year

The Missouri City Police Department requires that all applicants answer the following questions. Your responses will provide the PD with essential answers to critical questions relative to the established standards and expectations of each individual who works for our PD. Please print or type your responses in black or blue ink. Answer all questions accurately. You must respond to ALL questions. If the options presented as responses do not apply to your particular situation, simply write N/A.

Circle one ONLY

1. Do you have a high school diploma or GED?	Yes No
1a. If no, do you have a GED and at least 12 college hours?	Yes No N/A
2. Have you ever been convicted of any felony offense? A conviction includes probation, community supervision, or deferred adjudication for purposes of this application.	Yes No
3. Have you ever been convicted of a misdemeanor offense, other than a traffic charge? A conviction includes probation, community supervision, or deferred adjudication for purposes of this application.	Yes No
4. Have you ever used any illegal drugs?	Yes No
4a. If yes, what was your age the last time you used any illegal drug(s)?	_____
5. Have you ever been convicted of a family violence offense?	Yes No
6. Have you ever used marijuana?	Yes No
6a. If yes, in what year did you last use marijuana?	_____
6b. If yes to #6, how many times have you used marijuana?	_____
7. Are you a citizen of the United States?	Yes No
8. Have you ever used any "hallucinogenic" drug such as ecstasy, LSD, PCP, or other type of hallucinogen?	Yes No
8a. If yes, in what year did you last use one of the hallucinogens?	_____
8b. If yes to #8, how many times did you use a hallucinogen?	_____
9. Have you ever been in the military?	Yes No
9a. Have you ever been discharged from the military?	Yes No
9b. If yes to 9a, did you receive an honorable discharge?	Yes No N/A

10. Have you ever illegally used any "hard" drug such as cocaine, heroin, speed, illegal steroids, downers etc.?	Yes No
10a. If yes, in what year did you last use one of the hard drugs?	_____
10b. If yes to #10, how many times have you used one of the hard drugs?	_____
11. Have you received a ticket(s) for a "moving" traffic violation in the past 36 months, e.g. speeding, ran red light, ran stop sign etc.?	Yes No
11a. If yes, how many have you received in the past 36 months?	_____
12. Have you ever delivered, sold, or possessed a controlled substance, with intent to deliver?	Yes No
13. Do you have a brother, sister, parent, step-parent, grandparent, aunt, uncle, niece, nephew, grandson, granddaughter, mother-in-law, father-in-law, or significant other currently working at the Missouri City Police department?	Yes No

Authority to Release Information: By signing below, I affirm, agree, and understand that all statements on this form are true and accurate. I further understand that any misrepresentation, falsification, or material omission of information or data on this application for employment may result in exclusion from further consideration or, if hired, may result in termination of employment. Furthermore, I authorize the City of Missouri City, TX to verify all information I have submitted on this application for employment. I also give consent to the release of information to authorized officers, agents, and/or employees of the City of Missouri City, which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I authorize appropriate officers, agents, and/or employees of the City of Missouri City, Texas, to inquire of third parties such as credit bureaus, educational entities, present and past employers, police service organizations. I also absolve the City of Missouri City and all third parties from any and all claims of any nature that I may have now or in the future as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature_____ Date_____